January 12, 2024

Colchester Board of Education
127 Norwich Avenue
Suite 202
Colchester, CT 06415

Dear Mr. Sullivan,

I am writing to inform you of my decision to resign from my role as Executive Assistant to the Superintendent, at the Colchester Board of Education. My last working day will be Thursday, February 8, 2024, as required by my contract.

I have enjoyed my time at Colchester Public Schools and am grateful for the opportunities I have had to learn and grow within the organization. I am confident that the experiences and skills I have gained here will continue to serve me well in my future endeavors.

Please let me know how I can assist in the handover of my responsibilities so I can help ensure a smooth transition.

Thank you for your support and understanding regarding my decision. I appreciate the professionalism and camaraderie I have experienced at Colchester Public Schools. I am grateful to have had the opportunity to have worked with many wonderful leaders and staff throughout the District.

I look forward to staying in touch and wish everyone at Colchester Public Schools continued success.

Sincerely,

Heather Petit

Heather Petit